

## CITY OF SEDONA ARTS & CULTURE COMMISSION ARTIST PROJECT GRANT APPLICATION INSTRUCTIONS

Applications that do not follow these guidelines will NOT be processed.

Applicants must submit the following:

1. Completed **Artist Project Grant Application Form\***: type or print your application in the spaces provided. Use 12 pt. type. DO NOT tape, staple or glue anything to your application. DO NOT staple or bind any submitted materials. Use paper clips.
2. **Project Narrative**: briefly describe what you propose to do, how you plan to accomplish it and why your project merits funding. The first round of panel review is based on this written narrative. Submit one copy, one page typed on 8½" x 11" paper. Use 12 pt. type and 1" margins.
3. **Résumé or Bio**: one page for the primary applicant and a half-page bio for each additional artist involved in the project. Submit one copy, typed on 8½" x 11" paper. Use 12 pt. type and 1" margins.
4. **Work Samples**: representative samples of the artists' work limited to the following quantity and formats:
  - Do NOT send prints or original artwork as samples.
  - Up to five 35mm slides OR photographs per collaborating artist. DO NOT send original artwork or glass slides. Include one copy of a slide list of the works pictured in the slides, numbered to correspond to the numbers on the slides; include title of work, dimensions of work, medium of work, date completed and other pertinent technical information.
  - One ½" VHS videotape, DVD or audiotape/CD per collaborating artist (no film). Cue tapes to the beginning of a three-minute segment. Label video with meter number of the segment's beginning point. Clearly label both box and videotape/disk with your name, all represented artists, date and title of work. Provide specific instructions to access 3-minute segment of DVD or CD.
  - Up to five pages of literary work per collaborating artist. Submit one copy, with pages numbered, typed on 8½" x 11" paper. Use 12 pt. type and 1" margins. Use paper clips.
  - We caution you to not overwhelm the panelists with samples; the more samples submitted, the less time will be spent discussing your project. If you submit more than the required 5 slides per artist or 5 pages per writer, ONLY the first 5 slides/pages will be reviewed.
5. **Supplementary Materials**: such as critical reviews, exhibition catalogs and other documentation (optional, submit one copy of each).
6. **Return of Materials**: submit a returnable box or case with a self-addressed, padded envelope with sufficient return postage (do not send metered stamps) for return of materials; or they may be picked up at the Arts and Culture Department within 15 days after the announcement of the awards. Materials sent without return postage or those not picked up within 15 days will be discarded.

\* Applicants must be either: 1) residents of the City of Sedona, 2) residents of the greater Sedona area with studios within the Sedona city limits or, 3) residents of the greater Sedona area who regularly exhibit within the Sedona city limits. First review and preference will be given to artist residents of the City of Sedona.

# Sedona Arts and Culture Commission Artist Project Grants Application Form

Type or print all information in the spaces provided.

## A. Contact Information

Primary Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State AZ Zip \_\_\_\_\_

Residence Address \_\_\_\_\_ State AZ Zip \_\_\_\_\_

Studio Address (if applicable) \_\_\_\_\_ State AZ Zip \_\_\_\_\_

Exhibition Space Address (if applicable) \_\_\_\_\_ State AZ Zip \_\_\_\_\_

County \_\_\_\_\_

Day Phone ( ) \_\_\_\_\_ Evening Phone ( ) \_\_\_\_\_

Fax ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

AZ Legislative District \_\_\_\_\_ AZ Congressional District \_\_\_\_\_

*Based on mailing address. If you don't know your district number(s), visit*

[www.azcitizensforthearts.org](http://www.azcitizensforthearts.org)

## B. About Your Project

Project Title \_\_\_\_\_

Project Discipline \_\_\_\_\_

Grant Amount Requested \$ \_\_\_\_\_

Project Summary (briefly summarize your project in 20 words or less)

Dates of Project/Phase of Project (should be completed within 12-month period)

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

**C. Project Narrative:** On a separate page (one page only) briefly describe what you propose to do, how you plan to accomplish it, and why your project merits funding. The first round of panel review is based on this written narrative.

## D. Other artist(s)/individual(s) named in the project and their disciplines.

Artist Name \_\_\_\_\_ Discipline \_\_\_\_\_

Artist Name \_\_\_\_\_ Discipline \_\_\_\_\_

Artist Name \_\_\_\_\_ Discipline \_\_\_\_\_

Artist Name \_\_\_\_\_ Discipline \_\_\_\_\_

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Primary Applicant \_\_\_\_\_

### **E. Support materials submitted (see application instructions for details).**

\_\_\_\_\_ Number of slides/photographs

\_\_\_\_\_ Number of videotapes/audiotapes/CD's

\_\_\_\_\_ Number of manuscripts

### **F. Project Budget**

### **G. Project Timeline**

### **H. Work Sample Identification List**

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Primary Applicant

☐ I certify that all statements made in this application are true to the best of my knowledge and in accordance with the eligibility criteria for this program. I am 18 years of age or older. I am NOT enrolled for more than three credit hours at a college or university. I am: 1) a resident of the City of Sedona or, 2) I live in the greater Sedona area and have a studio within the Sedona city limits or, 3) I live in the greater Sedona area and regularly exhibit within the Sedona city limits.

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Applicant signature

Date

Submit completed application and \$10.00 application fee (check or money order payable to the City of Sedona) to City of Sedona Arts & Culture Department, 102 Roadrunner Drive, Sedona, Arizona 86336. Applications must be postmarked no later than Tuesday, January 31, 2006 or delivered by 5:00 p.m.

# Artist Project Grant Checklist

- ☐ Completed Artist Project Grant Application Form
- ☐ Project Narrative
- ☐ Resumes or bios
- ☐ Work samples
- ☐ Supplementary materials
- ☐ \$10.00 non-refundable application fee. Make check or money order payable to the City of Sedona.
- ☐ SASE for return of work samples